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## SUPPLY DIVISION WEEKLY REPORT

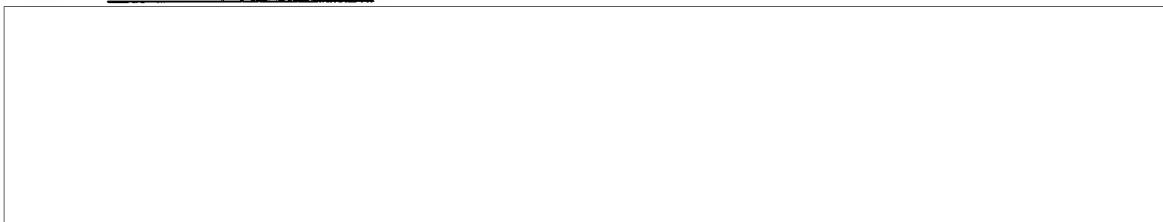
PERIOD ENDING 6 MARCH 1984

I. Progress Report on Tasks Assigned by the DCI/DDCI:

None.

II. Items or Events of Major Interest that have Occurred During the Preceding Week:a. TDY Assistance:

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b. Personnel Changes:

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(1) [REDACTED] EOD'd to Supply Division, Operations Support Branch on 1 March.

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(2) [REDACTED] reassigned from OTS/LOGS and NPIC/LOGS respectively, reported to OSB the week of 5 March. [REDACTED]

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c. Processing Requests for Furniture:

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A meeting was held 5 March 1984 between Supply Management Branch (SMB) and Logistics Services Division (LSD) representatives to discuss a more efficient method of processing requisitions for furniture. It was agreed that executive furniture in Allocation 01 (NO-Cost) will be placed in Allocation 00 (Cost) and issued to customers chargeable to PRA. This new method eliminates the preparation and processing of two requisitions for each customer request and will benefit Supply Division, Logistics Services Division, and Procurement Division. LSD will retain the cognizant responsibilities and approval authority for managing furniture. SMB and LSD/BSB personnel are working out the details of the new method and developing stock management guidelines. [REDACTED] Management of Furniture, will be revised accordingly. [REDACTED]

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SUBJECT: Supply Division Weekly Report, Period Ending  
6 March 1984

d. Customer Services - Monthly Statistics:

For the month of February, statistics on various types of customer services are as follows:

Cables Prepares	9
Request for Status	486
Telephone	434
Memo	16
Walk-ins	36
Requisitions Prepared	91
Action Cable Conversions	48
SPB Cable Conversions	16
SPB Letter Requests	24
TM Requisitions	1
Call-ins	2
Vendor Calls	212
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System Updates	70
FARS Review	37
Form 1931 Prepared	2
Transmittal Manifest Prepared	4
Line Items Processed	9,881

This total represents a 20% increase from February 1983 and is the second highest number of line items processed in the last four years. This total was exceeded in August 1983 when the total line items processed was 10,106.   
(Author: A. Shope)

III. Significant Events Anticipated During the Coming Week:

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None.

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